

Chief, Management Staff

5 April 1957

Chief, Records Management Staff

Weekly Report - Week Ending 3 April 1957

1. Contributions

a. Tangible

- (1) Completed Installation of Subject-Numeric Filing System in Collection Staff, OSI
- (2) Revised the Records Control Schedule for OCI to permit the destruction of 24 cubic feet of records. (12 in the Center and 12 in the office)
- (3) Sixteen new and revised forms completed; one form made obsolete.
- (4) Records Center received 183 cubic feet of records and destroyed or transferred 62 cubic feet.

b. Intangible

- (1) None

2. Assignments (Active)

- a. Installation of filing system in Graphics Registry ✓
- b. Installation of filing system in Electronics Division, OSI ✓
- c. Use of Shelf Filing - Biographic and Industrial Registers ✓
- d. Records Disposition Survey, OCR ✓
- e. Records Management Survey - Stock Management and Requirements Section, Logistics Office. ✓

3. News

- a. Three members of this staff attended the O&M monthly Luncheon meeting.

25X1

- b. [redacted] completed the training program given by IBM, on electrical accounting machine applications.

- c. The Security Office has agreed to install shelf filing on an experimental basis.

25X1